



# **UTILITY DISCOUNT PROGRAM**

**Housing Partnership Program Overview** 

www.seattle.gov/light/discount

What is Seattle
City Light's
Utility Discount
Program?



# **UTILITY DISCOUNT PROGRAM (UDP)**

# Bill discount for income-eligible households

The Utility Discount Program (UDP) provides a 60% discount on Seattle City Light electric bills and if the customer has a Seattle Public Utilities account, they will save 50% on their water and garbage.

City Light also provides free home energy visits to those on the program to help save energy *and* money.



What is the Housing Partnership Program?



# HOUSING PARTNERSHIP PROGRAM

# Making enrollment easier

Seattle City Light partners with local nonprofit affordable housing providers to help tenants register for UDP using a simplified application called the Verification/Review Application (VRA)

- New tenants at the time they qualify for their home
- Existing tenants who are not yet enrolled in the Utility Discount Program



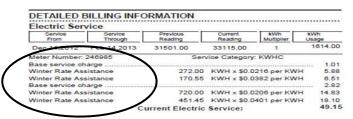
# HOUSING PARTNERSHIP PROGRAM

#### **How it works**

- Housing Provider and City Light sign Memorandum of Agreement (MoA)
- Property Manager provides UDP Verification/application form (VRA) to tenant
- 3. Housing Provider sends VRA to City Light
- 4. City Light will approve and register the tenant on the Utility Discount program. 60% discount will reflect in the next bill under "Winter Rate Assistance" or "Summer Rate Assistance" as shown.

Note: SCL conducts periodic audits of records





# HOUSING PARTNERSHIP PROGRAM

# **Verification Review Application (VRA)**

This form is appropriate whenever there is third party verification for eligible tenants.

- When new residents are leasing a space.
- For existing residents who are not currently on the Utility Discount Program.

Please <u>download the VRA</u> from our website to make sure you are using the most current version.



# What is the VRA Process?



### What is needed

- 1. Applicant's Identification
- 2. Housing Provider Verification
- 3. Tenant Income Information & Signature

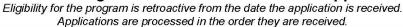
#### What is needed

1. Applicant's Identification – State Driver's License, State ID, Passport, or Permanent Residence Card.



#### City of Seattle Affordable Housing/Seattle City Light







#### **DOCUMENTATION TO BE SENT TO UTILITY DISCOUNT PROGRAM**

Fill out type, name, and ID number for EACH resident of the household here.

1. IDENTIFICATION	Please provide ID information for each adult 18 years+, who is a household member. Valid ID includes one of the following: State Driver's License, State ID Card,
	Passport or Permanent Residence Card
	rassport of Permanent Residence Card

	Type of ID and State or Country	Name	ID Number
5	Type of ID and State or Country	Name	ID Number
1	Type of ID and State or Country	Name	ID Number

If more than three, please list on separate page.

Note: This application and supporting documentation are only used to review eligibility for additional City benefits and will NOT be shared with U.S. Citizenship and Immigration Services (USCIS) or other government agencies.



#### What is needed

2. Housing Provider Verification – Certifying the applicant meets income criteria

Name and contact for the housing provider goes here

	AFFORDABLE HOUSING PROVIDER VERIFICATION			
1				
	Name of newsing Provider Organization	Building Name		
	Building Street Address	Apt#	City	Zip
	Housing Provider Staff Name:	Contact Phone	Email	

#### HOUSING PROVIDER SIGNATURE

As an authorized agent of the above noted Affordable Housing Provider, I certify that the information provided herein is accurate. I have reviewed the applicant's income information and verify that it meets the criteria provided by Seattle City Light related to participation in the Utility Discount Program.

Remember to sign here to verify that the income documentation for the tenant is accurate.

ousing Provider Staff Signature:	Date:

#### What is needed

3a. Tenant income information/signature – Applicant's contact information

Seattle City Light account holder must be listed here

Address
where the
Seattle City
Light electric
service is

RESIDENT APPLICATION					
Primary Name on Seattle City Light Bill	Last	First	Middle		
Physical Address:	Street	Apt#	City	Zip	
Mailing Address:	Street	Apt#	City	Zip	
Phone and E-Mail	Primary Phone	Message Phone	Email		

#### What is needed

3b. Tenant income information/signature – Housing info

We require the gross monthly income totals and sources of income.

HOUSING INFORMATION		Household members include everyone living in the home, regardless of age,				
Name (Last, First)	DOB (mm-d- yyyy)	Sex	Relationship to Applicant/ Self*	Gross Month- ly Income	Income Source (Employer Name, Soc. Security, TANF, etc.)	
Every person		MF	Applicant/Self	\$/ mo	V	
residing in the home must be		MF		\$/ mo		
listed		MF		\$/ mo	Monthl Rental	*
		M F		\$/ mo	Paymen info is	
*Spouse, Domestic partner, Adult – other, Child, Fost	er child/adult, G	randchild, Chile	d-other, Applicant pa	arent, Spouse parent	require	d
Total # in household: (If more than 6,	list other housel	nold members (	on a separate page.	) Monthly Renta	74-70-76 (18-0)	
Move in Date:	Т	otal GROS	S Household	Income:		

#### What is needed

3c. Tenant income information/signature – Housing info

NOTE: Federally subsidized housing does not qualify for the UDP.

If rent is Subsidized:	□Section 8/Scattered site/Shelter plus care □Senior □BOND □HUD
	□Seattle Housing Authority □King County Housing Authority □Other:
How home is heated:	□Electric □Gas □Propane □Oil □Wood □Portable □Other:
	At this time, Section 8
	and Shelter Plus care
	do not qualify for the
	program

#### What is needed

3d. Tenant income information/signature – Signature

City Light staff can visit and provide energy saving tips

•		eattle City Light will provide free home energy visits to help of sted in scheduling a free home energy visit? Yes \bigcap \bigcap \text{N}	J,	
OPTIC INFOR	ONAL RMATION	How do you identify yourself?: □American Indian, A Asian □Black, African American, African □Hispanic, Latin □White, Caucasian □Multi Racial □I prefer not to answer What is your primary language: _	no □Hawaiian Native, Pacific Islander	
APPL	ICANT SIGNATURE			
I author		e materials to enroll me in assistance programs for which		
Signature must be		and verification and that other documentation may be re		
the Seattle City lease information to, or from, the Seattle Housing Authority, Sec 8 HUD, King County Housing Authority the Seattle City and agencies, or their delegated agents; this may result in receipt or denial of City benefits. Subm				
s not guarantee eligibility or enrollment in any programs. I certify that the information I provided is accu				
0		e subject to criminal prosecution if I have knowingly giver. istance and have not truly disclosed all information I will I		
holder		ctual cost(s) for the periods I was not eligible. I will notify		
	g situation changes.			
Applica	nt Signature (must be prin	nary City Light account holder):	Date:	
	3			

#### After the form is filled out

Housing partner may fax, scan and email, or mail to Seattle City Light.

Fax: (206) 287-5368

Email: SCL\_RateAssistance@seattle.gov

Address: Seattle City Light Utility Discount Program

PO Box 34023

Seattle, WA 98124-4023

Thank you to our current Housing Partnership Program partners!

# HOUSING PARTNERSHIP PROGRAM PARTNERS

# Thank you!

- Artspace
- Bellwether Housing
- Catholic Housing Services
- Capitol Hill Housing
- Compass Housing Alliance
- King County Housing Authority
- Low Income Housing Institute
- SouthEast Effective Development

- YWCA
- Plymouth Housing
- Solid Ground
- Wellspring Family Services



# **Questions?**

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Utility Discount Program
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